



# New Jersey Courts

Independence • Integrity • Fairness • Quality Service

June 5, 2020


- This document highlights the New Case Initiation process as well as filing to an existing case for both attorneys and self-represented litigants (SRL).
  - eFile New Case
  - eFile - Existing Case

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# eFile New Case

# eFiling Home Page

Judiciary eCourts System - Tax My Account | Home | Help | Logout

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eCOURTS HOME | MY CASE LIST | CASE JACKET User: newprose413, WADE BOGGS

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### Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case:  -  Submit filing to other cases?:  Yes  No

Ex. 000001                      Ex. 2014

OR

Enter a new case:  Or, REFILE against an existing case:  -

Ex. 000001                      Ex. 2014

OR

Continue a Pending Filing:

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#### Pending Filings

		Short Title	Block	Lot	Attorney	Created	Last Modified

Attorney functionality is replicated for SRL's. This screen is universal to both SRL and Attorney filers. Info tips/help functions were added as highlighted above.

# eFiling –Enter Case Details

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**eCOURTS HOME** | **MY CASE LIST** | **CASE JACKET** User: newprose413, WADE BOGGS

## Enter Case Details

**Enter Case Details**

\* Select Action:  Local property  State Tax

\* Select Case Type: Direct Appeal

\* Enter the Caption: \* Plaintiff(s):   
\* Defendant(s):

Is this a Small Claims Division Case?  Yes  No Small Claims appeals are limited to Class 2 properties (1-4 family residence), class 3A farm residence or prior year's taxes that were less than \$25,000. See Rule 8:11

Is there an Exemption?  Yes  No

Note: The system will automatically create the following documents based off of the data entered: Complaint, Case Information Statement and Proof of Service.


If you wish to attach your own Complaint and Proof of Service and do not want the system to create those documents, please click this checkbox.

Please enter any additional allegations:

For select case types, eCourts offers to create the complaint, CIS and proof of service for both attorney and SRL filers. Info tips provide the user with additional information if needed. The Additional Allegations textbox allows the user to enter additional data to be included in the complaint.

# eFiling –Enter Case Details

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## Enter Case Details

**Enter Case Details**

\* Select Action:  Local property  State Tax

\* Select Case Type:  ?

\* Enter the Caption:   
\* Plaintiff(s):   
\* Defendant(s):

Is this a Small Claims Division Case?  Yes  No Small Claims appeals are limited to Class 2 properties (1-4 family residence), class 3A farm residence or prior year's taxes that were less than \$25,000. See Rule 8:11

Is there an Exemption?  Yes  No ?

Note: The system will automatically create the following documents based off of the data entered: Complaint, Case Information Statement and Proof of Service.

If you wish to attach your own Complaint and Proof of Service and do not want the system to create those documents, please click this checkbox.

The user can opt-out of the auto-creation process for the Complaint and Proof of Service. If they opt out, the Additional Allegations textbox will no longer display on the screen.

# eFiling – New Case

**Judiciary eCourts System - Tax** My Account | Home | Help | Logout

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eCOURTS HOME | **eFILING** | CASE JACKET

Enter Plaintiff(s)

Click **+** to enter a Plaintiff

**Case Details:** ▶ 385 Palisade LLC V Jersey City **Case Type:** Appeal from County Tax Board Judgment


**Plaintiff(s) ▶**

	Party Type	Name	Address	Phone	Attorney
<a href="#">Modify</a>	CORPORATION LLC	385 Palisade, LLC	NJ		
<b>+</b>					

The 'Enter Plaintiff(s)' screen will display the same fields it currently does.


# eFiling – New Case

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[eCOURTS HOME](#) | [eFILING](#) | [CASE JACKET](#)



Enter Defendant(s)

Click  to enter a Defendant

**Case Details:** ▶ 385 Palisade LLC V Jersey City **Case Type:** Appeal from County Tax Board Judgment

**Plaintiff(s)** ▶ 385 PALISADE, LLC



**Defendant(s)** ▶

	Party Type	Name	Address	Phone	Attorney
 <a href="#">Modify</a>	MUNICIPALITY	Jersey City	City Hall 280 Grove St Jersey City NJ 07302	201-547-5147	MATTHEW J O'DONNELL
					

The 'Enter Defendant(s)' screen will display the same fields it currently does.



# eFiling –Enter Property

Property(s) ▶						
	Location	Property Information	Year	Property Identifiers	Property Address	Original Assessment
 <a href="#">Modify</a>	County: ESSEX City: BELLEVILLE TOWNSHIP	Plaintiff Association: OWNER Property Type: 1-4 Family Residence (Class 2) Abatement/Exemption: No	2020	Block: 13 Lot: 3 Unit: Qualifier:	1303 Hanover St	Land: \$1,234,000.00 Improvements: \$35,750.00 Exemption: \$0.00 Total: \$1,269,750.00
						

In some cases, the municipal clerk, municipal assessor and/or the administrator of the county board of taxation can be served with a copy of your complaint by eCourts. If so, eCourts will generate a Proof of Service indicating which individuals were served today.

eCourts will serve the following today:  
County Board of Taxation - ESSEX

eCourts cannot serve the following:  
Municipal Clerk - BELLEVILLE TOWNSHIP  
Municipal Assessor - BELLEVILLE TOWNSHIP

You must mail a hard copy of your complaint to any individual(s) who cannot be served by eCourts.  
If you can mail a hard copy of your complaint to the individual(s) indicated TODAY, check here

If checked, a Proof of Service will be generated by eCourts indicating that you have served all parties today.

If you cannot mail the hard copy today, you will have to upload a separate Proof of Service showing the individual(s) and the date(s) you mailed your complaint. The Proof of Service form is available [online](#).

After entering the property information, if the filer has enabled the system to create the templates, the system will notify the user if the municipal clerk, assessor and county board can or can not be notified by eCourts. The system will create a Proof of Service template for all three if the user acknowledges that all unnotified parties will be sent a hard copy of the complaint on the same day as filing. If you serve unnotified parties at a later date, you need to submit the Supplemental Proof of Service for those parties. The POS is available via the link on this screen and on the Judiciary Tax Court website.

# eFiling – Preview Documents

## Preview Documents

[Back](#)

Case Details: ▶ Wade Boggs V Absecon Township Case Type: Direct Appeal [Edit](#)

Plaintiff(s) ▶ WADE BOGGS [Edit](#)

Defendant(s) ▶ BELLEVILLE TOWNSHIP [Edit](#)

Property(s) ▶ Total Properties: 1 [Edit](#)

Please preview the documents generated by the system to ensure all of the information is captured correctly.

Document	
COMPLAINT	<a href="#">Preview</a>
PROOF OF SERVICE	<a href="#">Preview</a>
CASE INFORMATION STATEMENT	<a href="#">Preview</a>

[Back](#) [Save](#) [Continue](#)

If templates have been enabled, the user can review data entered and preview the system generated Complaint, CIS and, if applicable, the Proof of Service.



# eFiling – Preview Documents

**Preview Documents**

Managed bookmarks Ext QA Int QA eCourts Home EXT JEDS

Back

Case Details: ▶ Wade Boggs V Absecon Township

Plaintiff(s) ▶

Defendant(s) ▶

Property(s) ▶

Please preview the documents generated by the system to ensure

Document
COMPLAINT
PROOF OF SERVICE
CASE INFORMATION STATEMENT

**Proof of Service** - A copy of your complaint must be served on the clerk and assessor of the and the administrator of the county board of taxation. **All three must b**

1. On 05/01/2020, I, the undersigned, served on the Clerk of BELLEVILLE TOWNSHIP (taxin the person in charge of the office, personally OR by ordinary mail in accordance with *Rule 8:* out), a copy of the within complaint.
2. On 05/01/2020, I, the undersigned, served on the Assessor of BELLEVILLE TOWNSHIP (ta the person in charge of the office, personally OR by ordinary mail in accordance with *Rule 8:* out), a copy of the within complaint.
3. On 05/01/2020, I, the undersigned, served on the Administrator of the ESSEX County

Screen ID:ECTX0060 | Copyright NJ Judiciary 2014

Proof of Service generated uses the standard Tax Court POS form.

# eFiling – Preview Documents

Preview Documents

Back

Case Details: ▶ Wade Boggs V Absecon Township

Plaintiff(s) ▶

Defendant(s) ▶

Property(s) ▶

Please preview the documents generated by the system to ensure accuracy.

Document
COMPLAINT
PROOF OF SERVICE
CASE INFORMATION STATEMENT

previewDocs.faces 1 / 2

## Tax Court Case Information Statement

Case Details: County: ESSEX | TAX Court Case # Case Track: Standard

**Case Caption:** Wade Boggs V Absecon Township  
**Case Type:** Direct Appeal  
**Case Initiation date:** 05/01/2020  
**Small Claims:** YES  
**Interpreter Language:** None  
**Exemption Reason:** Americans with Disability Act Accommodation Required: None

Plaintiff(s)

Party Type: INDIVIDUAL

Case Information Statement is the standard eCourts generated CIS.

# eFiling – Attach Documents

## Upload Required Documents

[Back](#)

Case Details: ▶ Wade Boggs V Absecon Township Case Type: Direct Appeal

Plaintiff(s) ▶ WADE BOGGS

Defendant(s) ▶ BELLEVILLE TOWNSHIP

Property(s) ▶ Total Properties: 1

### Upload Required Documents ▶

To upload documents please accept the following:

\*  I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.?

	Document Name	Document Description	Access Restrictions	File Name
	* Complaint	<a href="#">Complaint</a>		ComplaintTemplate.pdf
	County Board of Taxation Judgment	County Board of Taxation Judgment		<input type="button" value="Choose File"/> No file chosen
	Proof of Service	<a href="#">Proof of Service</a>		ProofOfServiceTemplate.pdf
	Case Information Statement	<a href="#">Case Information Statement</a>		CISTemplate.pdf

[Back](#) [Save](#) [Continue](#)

If templates are enabled, the system will attach the system generated Complaint, Proof of Service (if applicable) and the CIS for attorney and SRL filers.

# eFiling – Attach Documents

Case Details: ▶ Wade Boggs V Absecon Township Case Type: Direct Appeal

Plaintiff(s) ▶ WADE BOGGS

Defendant(s) ▶ BELLEVILLE TOWNSHIP






Property(s) ▶ Total Properties: 1

Upload Required Documents ▶

To upload documents please accept the following:

\*  I certify that I have redacted all confidential per

pursuant to Rule 1:38-7.?

	Document Name	File Name
	* Complaint	ComplaintTemplate.pdf
	County Board of Taxation Judgment	<input type="button" value="Choose File"/> No file chosen
	Proof of Service	 ProofOfServiceTemplate.pdf
	Case Information Statement	 CISTemplate.pdf
		


**Delete the attachment**

You are about to delete this attachment. Once deleted, you will not be able to recover it and will have to attach a new document. Click OK to proceed, or Cancel to return to the screen.

If the filer decides not to utilize the pre-attached templates, they can click the trash can icon and remove the attachment. The filer will be reminded that they cannot recover the deleted document and must attach a new document to proceed.

# eFiling – Accommodations

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eCOURTS HOME | eFILING | CASE JACKET User: 018061975, E. PHILIBOSIAN Firm: HOAGLAND LONGO MORAN DUNST & DOUKAS

### Special Accommodation(s) Request(s)

[Back](#)

<b>Case Details:</b> ▶ 385 Palisade LLC V Jersey City	<b>Case Type:</b> Appeal from County Tax Board Judgment
<b>Plaintiff(s)</b> ▶	385 PALISADE, LLC
<b>Defendant(s)</b> ▶	JERSEY CITY
<b>Property(s)</b> ▶	Total Properties: 1
<b>Upload Required Documents</b> ▶	
<b>Special Accommodation</b> ▶	
Will you need an Interpreter?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Will you need ADA Accommodation?	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Back](#) [Save](#) [Continue](#)

The Accommodations screen displays the same fields it currently does.



# eFiling – Payment

Location	Property Information	Year	Property Identifiers	Property Address	Original Assessment
County: ESSEX City: BELLEVILLE TOWNSHIP	Plaintiff Association: OWNER Property Type: 1-4 Family Residence (Class 2) Abatement/Exemption: No	2020	Block: 13 Lot: 3 Unit: Qualifier:	1303 Hanover St	Land: \$1,234,000.00 Improvements: \$35,750.00 Exemption: \$0.00 Total: \$1,269,750.00

\* Are any prior year(s) pending in the Tax Court for the same property(s)? No

**Upload Required Documents** ▶

To upload documents please accept the following:

\*  I certify that I have redacted all confidential personal identifiers from all documents included in this electronic submission pursuant to Rule 1:38-7.

* Complaint	<a href="#">Complaint</a>	ComplaintTemplate.pdf
Proof of Service	<a href="#">Proof of Service</a>	ProofOfServiceTemplate.pdf
Case Information Statement	<a href="#">Case Information Statement</a>	CISTemplate.pdf

**Special Accommodation** ▶

Will you need an Interpreter? No  
Will you need ADA Accommodation? No

**Fees** ▶

I certify that I am exempt from the fee charge associated with this filing. ?

Complaint Filing Fee: \$50.00  
Select Payment Method:

Note: When you click Submit, you will be redirected to another site to enter your credit card information and complete your transaction.

Credit Card or ACH are the only payment options available to an SRL filer. Both options are also available to attorney filers. After the payment method is selected, the Complaint can be submitted for filing.



# eFiling – eCourts Case Jacket

Plaintiffs(1) Defendants(1) Properties(1) Proceedings(0) Related Cases(0)

▼ Wade Boggs

Party Type: INDIVIDUAL Corporation Type: Attorney Name:  
Address Line 1: Address Line 2: Attorney Bar Id:  
City: State: NJ Email Address:  
Zip: Phone:

Case Actions

Filing Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date ▼
05/01/2020	 	A Complaint for ESSEX Local Property 000686-2020 submitted by WADE BOGGS, on behalf of WADE BOGGS against BELLEVILLE TOWNSHIP	TAX20201869	05/01/2020

Showing 1 to 1 of 1 entries

[Back](#)


The filing will be stored to the eCourts Case Jacket.

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# eFile Existing Case

# eFiling – Existing Case

Judiciary eCourts System - Tax My Account | Home | Help | Logout

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eCOURTS HOME | MY CASE LIST | CASE JACKET User: newprose413, WADE BOGGS

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### Enter a New Case/Search an Existing Case

Enter the docket number to file against an existing case:  -  Submit filing to other cases?:  Yes  No  ?

Ex. 000001                      Ex. 2014

OR

Enter a new case:  Or, REFILE against an existing case:  -   ?

Ex. 000001                      Ex. 2014

OR

Continue a Pending Filing:

---


#### Pending Filings

		Short Title	Block	Lot	Attorney	Created	Last Modified

All other functionality for filing against an existing case matches the current flow.

# eFiling – Existing Case

Judiciary eCourts System - Tax My Account | Home | Help | Logout

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### Select Filing Type/Description


[Back](#)

▶ Case Number: 000686-2020 | Case Caption: Wade Boggs V Belleville Township [View Case Jacket](#)

Case Caption: Wade Boggs V Belleville Township	Court Type: TAX	Counterclaim: NO
Case Initiation Date: 05/01/2020	Case Track: Small-Single Family	Case Status: OPEN
Judge: PATRICK DeALMEIDA, P.J.T.C.	Hurricane Sandy Related: NO	Small Claims: YES
Case Type: Direct Appeal		

Select Filing Role 

Filing on behalf of the plaintiff  
 Filing on behalf of the defendant  
 Not filing on behalf of any party on the case

Select Filing Type: 

\*Select Filing Type: MISCELLANEOUS DOCUMENTS ▼      \*Select Filing Description: PROOF OF SERVICE ▼

[Back](#) [Continue](#)

New info tips are available to assist the SRL when filing on an existing case.



# eFiling – Existing Case

Plaintiffs(1) Defendants(1) Properties(1) Proceedings(0) Related Cases(0)

▼ Wade Boggs

Party Type: INDIVIDUAL Corporation Type: Attorney Name:  
Address Line 1: Address Line 2: Attorney Bar Id:  
City: State: NJ Email Address:  
Zip: Phone:

Case Actions

Filing Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date ▼
05/01/2020	 	A Complaint for ESSEX Local Property 000686-2020 submitted by WADE BOGGS, on behalf of WADE BOGGS against BELLEVILLE TOWNSHIP	TAX20201869	05/01/2020

Showing 1 to 1 of 1 entries

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Once submitted, the filing is stored to the eCourts case jacket.

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# The End